

63-76751A

15 October 1963

Mr. Dwight Porter *call*
Assistant Secretary for Administration
Department of State
Washington, D. C.

Dear Mr. Porter:

This is with reference to your letter of 7 October concerning the Task Force which the Department of State is organizing to review the practices in handling written communications originating in the Department of State and its foreign posts. We are designating Mr. Paul Borel, Assistant Director for Central Reference, to be the point of liaison with this Task Force. Mr. Borel will arrange for any additional contacts that are desirable. We will be happy to assist the Task Force in this regard.

Sincerely yours,

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

cc: Mr. Paul Borel (*w/ Borel*)

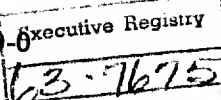
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Dear Lieutenant General Carter:

The Department of State has organized a Task Force to undertake a critical review of practices for handling written communications originating in the Department of State and its foreign posts. This review is being made at the direction of Deputy Under Secretary William J. Crockett.

This study has the dual objectives of: reducing the present excessive volume of paper that is hampering the expeditious conduct of foreign affairs, and assuring that adequate security is given to communications concerning sensitive subjects. To meet these objectives, the Task Force has been directed to develop methods for achieving greater selectivity in the distribution of communications by a more precise relation of distribution of copies to a genuine "need-to-know".

It is possible that representatives of the Task Force may wish to consult with officers of your agency who are concerned with the handling or use of copies of Department of State communications. I suggest that the initial contact be made through your office. You may wish to identify an officer who could serve as a focal point for suggesting whatever working level contacts may appear desirable.

We are attaching special significance to this study. To the extent the Task Force may find it desirable to draw on the advice and assistance of your staff, your cooperation will be appreciated.

Sincerely,

Dwight Porter

Lieutenant General Carter, USA,
Deputy Director,
Central Intelligence Agency.

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